

<b>広報番号：</b> Announcement No.	<b>DDYJ-003-09 (R)</b>
<b>募集締切日：</b> Closing Date	<b>11Dec 08</b>
<b>発行日：</b> Date of Issue	<b>28Nov 08</b>

<p><b>1.職種名</b> Job title ( 等級 Grade <u>6</u> / 語学等級 LAD <u>1</u> )</p> <p>Forklift Operator #2111</p> <p>フォークリフト運転手</p> <p>Acceptable trainee level: 2-5</p> <p><input type="checkbox"/> 事務系      <input checked="" type="checkbox"/> 技能系      <input type="checkbox"/> 保安系      <input type="checkbox"/> 医療系</p> <p>Administrative      Blue Collar Trade      Security      Medical</p>	<p>募集人数 No. of Recruitment</p> <p>1</p> <p>名</p>	<p><b>4.募集範囲</b> Area of Consideration</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p><input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p><input type="checkbox"/> 外部 Off Base Applicant</p>
<p><b>2.部隊</b> Activity</p> <p>Defense Distribution Depot Yokosuka, Japan</p> <p>Logistics Operations Department, Storage Division</p> <p>Warehouse Operations Branch, Binnable and Light Pack Section (J3W.32)</p>		<p><b>5.雇用の種類</b> Type of Employment</p> <p><input checked="" type="checkbox"/> MLC</p> <p><input type="checkbox"/> IHA      <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term ( __ヵ月 Months )</p>
<p><b>勤務場所</b> Working Place: Tomari-cho, Yokosuka</p> <p><b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制hrww )</p> <p>勤務日 Work Days: Mon-Fri</p> <p>勤務時間・休憩 Work Hours/Recess Period: 0730-1615 / 1200-1245</p> <p><input type="checkbox"/> 夜勤 Night Shift      <input checked="" type="checkbox"/> 残業 Overtime      <input checked="" type="checkbox"/> 出張 Business Travel</p>		

<p><b>6.職務内容</b> Duties</p> <p>See attachment.</p>
--

**7. 資格要件／身体条件 Qualification/Physical Requirements**

- a. Must have GOJ Driver's license (ordinary vehicle (AT only is NOT acceptable) license and large sized special purpose vehicle license) and Forklift training Certification.
- b. One year of specialized experience in the related work at 2-5 level of work.
- c. Knowledge of Distribution Standard System (DSS).
- d. Skill in operating a forklift.
- e. Ability to speak, read and write English at basic level.
- f. Ability to lift heavy items (20kg).

An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below;

2-5: a. Must have GOJ driver's license (ordinary vehicle / large sized special purpose vehicle) and forklift training certification.

b. 1 year of trades and /or manual work in a related field

Handicapped applicants may be accepted, depending on the degree and kind of disability. Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : ☐ 必要なし None ☒ 初級 Basic ☐ 中級 Intermediate ☐ 上級 Advanced ☐ 特段の能力  
Exceptional

學歷 Educational Background : N/A	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8
---------------------------------	---

<p>8.提出するもの Application and Associated Documents</p>	<p>職務状況 Working Condition</p>
--	---------------------------------------

<p>*<input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 運転免許証の写し Copy of GOJ ordinary driver's license, GOJ large sized special purpose driver's license</p> <p><input checked="" type="checkbox"/> 修了証／証明書 of 写し Copy of Certificate of completion of training course for Forklift Operator. <b>日本政府発行の普通自動車運転免許証（A/T 限定不可）、大型特殊運転免許証、フォークリフト運転技能講習修了証の写し</b></p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	<p>Working Schedule and working site are subject to change due to operational requirements.</p>
--	---

## 9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、1800 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka  
内線/Extension 243-8152 JN Employment Division (N132)

### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
管理第一係 Management Section  
電話番号 Phone 046-828-6959  
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : Ms. Tsukada, DDYJ Command Staff

軍電 (DSN) 243-6487

PD No.: DDYJ-J3T.32-002

PD is accurate and current. **Certified by Activity:** mt

HRO: kw 11/10 kw  
11/28

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.

## **職務内容 Duties**

Operates various types of forklift trucks/material handling equipment (MHE) and vehicles to move, load or unload, transfer, transport, and stack or unstack palletized goods, boxes, and crates of merchandise, materials and heavy supplies from one location to another, such as to and from warehouses, motor vehicles/trucks, piers, shipside, or railroad car siding in and out of doors. Performs operator's maintenance and minor emergency repairs of the equipment. Fills in equipment operational record and mishap report as required. Is responsible for the proper stacking, storing, moving, loading, or unloading in accordance with instructions and best method of handling; avoiding overloading and excessive high stacking. (40%)

Performs work involved in protective and preserving packing of material against chemical, mechanical and/or physical damages for storage and shipment by air, water, rail and truck. Compares line items received against accompanying shipping documents for correct stock number, nomenclature and quantity. Selects proper container such as cardboard, cartons, wooden boxes or open crating. Wraps and places items in container using such cushioning materials as shredded paper, waste cotton, felt, rubberized horse hair, etc. Uses braces to secure items and straps packed containers. Performs work involved in packing of heavy machinery and/or precision machinery requiring special and effective protective measures. Selects, assembles and installs prefabricated shooks, interior fixtures and padding to support and cushion items. Work is performed in accordance with prescribed technical methods, specifications, international/domestic transportation laws/regulations, safety and environmental laws/regulations, etc. (40%)

Performs duties involved in physical material receipt, stow, care of material, issue, and delivery/shipping of material. Periodically examines stocks in the storage for necessary technical compliance. Makes physical count of material or stocks for proper distribution and material inventory accuracy. Reports any inventory discrepancies to supervisors to initiate corrective actions. Inputs data for material processes using fixed remote terminals and radio frequency equipment of automated material processing/distribution systems. (15%)

Performs other related and incidental duties as assigned. (5%)